



MOUNT WASHINGTON
COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Agenda
July 7, 2022
6:30-8:30pm

Meeting Room, 1 Trimont LN, Pittsburgh, PA 15211

- | | |
|---|-------------|
| I. Welcome | Perry |
| II. Approval of Minutes, June 6, 2022 * | Perry |
| III. Miscellaneous Items | Perry |
| IV. Reports | |
| A. Organizational Advancement Committee | Ken |
| 1. Office painting | |
| 2. Special Raffle at POTM 2022 | |
| B. Advocacy Committee | Sheen |
| C. Hilltop Alliance | Gordon |
| D. Finance Committee | Gordon |
| E. Emerald View Park & Sustainability Committee | Jean |
| F. Pittsburgh Parks Conservancy | Jean |
| G. Nominating Committee | Bob, Gordon |
| H. Party on the Mount Committee | Joe |
| I. Development Committee | Christina |
| J. Governance Committee | Sheen |
| V. Executive Director's Report | Gordon |
| VI. New Business | Perry |
| A. The Pit fence | Ken |
| VII. President's Report | Perry |
| VIII. Close | Perry |

* *Board Action Required*

- Next Meeting: August 4, 2022

The Board: Perry Ninness (President), Sheen Sehgal (Vice President), Joe Rewis (Treasurer), Ken Gianella (Secretary), Christina Grossman, Jean Novak, Tom Tighe, Bob Zilch

Executive Director: Gordon A. Davidson

Hilltop Alliance (HA) Representative: Mary Causey

Pittsburgh Community Reinvestment Group (PCRG) Representative: Gordon, Christina

Pittsburgh Parks Conservancy (PPC) Representative: Jean

Neighbors on the Mount (NOTM) Representative: Gordon (ex-officio), Sheen



MOUNT WASHINGTON

COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on July 7, 2022.

Gordon Davidson - Executive Director

Perry Ninness - President, Sheen Sehgal - Vice President

Joe Rewis (Treasurer) Ken Gianella - Secretary

Casey Quinn - Christina Grossman - Jean Novak - Tom Tighe –

Bob Zilch

- A. The meeting was called to order by Perry at 6:40 PM. A quorum was present.
- B. Approval of Minutes, June 9, 2022: Motion to approve, seconded, approved.
- C. Motion to approve Casey Quinn as a Board member by Tom, second by Sheen, approved.
- D. Committee Reports:
 1. OAC
 - a. Painting
 - b. Discussion about MWDC contracting requirements. Motion by Ken to waive the policy that three bids are required for work over \$500 in value provided by contractors, but only in order to get the MWDC office painted in a timely manner, , second by Tom, approved.
 - c. Casey was assigned ticket numbers 242-262 to sell for the POTM 2020 Special Raffle.
 - d. The Mountie Mixer is scheduled for July 26.
 2. Advocacy No Report.
 3. Hilltop Alliance – See Report.
 4. Finance - Request made to provide the Board with a complete accounting of the 2021 POTM.
 5. EVPS. No Report.
 6. PPC. No Report.
 7. Governance - Proposed Bylaws amendments tabled to next Board meeting.
 8. POTM - Suggestion made to use a portion of the profits for the Minority and Women-Owned Business Enterprise Incubator Project.
 9. Development
 - a. Website updates are progressing.
 - b. VFW Street Banner Project update.
- E. Executive Director

- F. Nominating Committee - See Report
- G. New Business
 - 1. The Pit fence.
 - 2. River City Brass Band offer to perform at an MW CDC fundraising event.
 - 3. Discussion about participation in the 2020 Mike Awards.
- H. President's Report

The Board Meeting was adjourned.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MW CDC Board of Directors
(Name)

Date: July 28, 2022

Executive Director's Report

MWDC Board of Directors Meeting, July 7, 2022

1) Status/Updates

- a) One vested ex-employee continuing to work on rolling off 401k plan.
- b) **MWDC Website Functionality Upgrade Project handed off to Development Committee.**
- c) Neighborhood Initiatives Fund 2021-2022 quote received from general contractor.
- d) Third/fourth meetings of the Visitors Centers Advisory Committee held.
- e) Correction of organization name and address with Equifax still in progress w/assistance from Key Bank.
- f) **2021 audit begun.**
- g) June 16 Community Forum presenter was called out of town and did not present. CRO Christine Luffey made a public safety presentation instead.
- h) July 28 DAM for Grandview Avenue Development Project (Laurel Communities) scheduled.
- i) July 21 Community Forum for Strategic Plan Development scheduled.
- j) **Task Force on Underground Utilities potentially formed – awaiting confirmation from volunteers.**
- k) **Two volunteers recruited – Performances and Events Coordinator and a consultant to prepare documentation re: Transportation Services on The Mount (for the website).**
- l) One on-going problem property project.
- m) Articles of Incorporation Project resumed (awaiting mailed copy).
- n) Shiloh Street Parking Plaza (SSPP) Parklet Remediation Project ongoing (Wednesdays from 10:00 AM to 12:00 noon), June 7 weeding w/Key Bank volunteers on Neighbors Make a Difference Day.
- o) Anchor Green Garden Remediation Project on June 21 (next event is July 19).
- p) Strategic Plan 2023-2028 Project on-track. Consultant engaged.
- q) Community Forums/Meetings Audio/Video Recording Project ongoing.
- r) PRT Property Remediation Project agreement to be reviewed by MWDC (fourth iteration?).
- s) Printer Replacement Project.
- t) J. Wheatley meeting on June 9.
- u) **Search for Employee Manual third-party consultant.**

2) Main Projects:

- a) Properties Sales Project.
- b) Properties Management Project.
- c) MWBE Post-Incubator Project.
- d) Sidewalk Sales Program (Performances in the Parklets, Festival of Music).
- e) Audit.
- f) NPP and NED invoicing for 2021-2022

3) Income and Proposals:

- a) 2022 Community Festival Grant, City of Pittsburgh, (\$1K)
- b)

4) New Projects/Initiatives

- a) Art in Parks documentary coordination.
- b) Office Filing Project (Tuesdays from 3:00 to 5:00 PM).
- c) **Coordination for “For the Love of Mount Washington’s” LYB 2022 Project.**
- d) Renovation, Repair and Painting (RRP) Lead Certification for businesses Project.

5) On-going Projects (next Quarter, will be limited to projects with anticipated near-term end-dates)



MOUNT WASHINGTON COMMUNITY DEVELOPMENT CORPORATION

Board of Directors Meeting Minutes

A meeting of the Board of Directors of the Mount Washington Community Development Corporation (MWDC) was held in the Meeting Room at 1 Trimont LN, Pittsburgh, PA 15211 on June 9, 2022.

Gordon Davidson - Executive Director

Perry Ninness – President

Sheen Sehgal - Vice President

(Treasurer)

Ken Gianella - Secretary

Christina Grossman - Jean Novak - Joseph Rewis - Tom Tighe - Bob Zilch

- A. The meeting was called to order by Perry at 6:40 PM. A quorum was present.
- B. Approval of Minutes, May 5, 2022: The May 5, 2022 Minutes were not approved, but, see below.
- C. Mary Causey resigned from the Board on May 20, 2022.
- D. Committee Reports
 1. OAC
 - a. POTM 2022 Special Raffle tickets distribution:

Ken	1 – 20	Gordon	21 – 40	Perry	41 – 60
Sheen	61 – 80	Christina	81 – 100	Jean	101 – 120
Joe	121 – 140	Tom	141 – 160	Bob	161 -180
 - b. MWDC Office Painting Project: Motion by Ken to dispense with the requirement to get at least three bids from contractors for the Office Painting Project. Tabled until next meeting.
 - c. The Mountie Mixer is rescheduled for July 26.
 2. EVPS – The next meeting of the EVPS Committee is on July 13.
 3. Pittsburgh Parks Conservancy – Discussion on how the Parks Tax works.
 4. POTM
 - a. POTM 2022 will be held on September 24 from 4:00 PM to 9:30 PM. Perry will send a PDF about the event to the Board.
 - b. Rachel Maga at Ten Four Social, LLC is working on putting out a media package.
 - c. There is approximately (\$33,000/3) in the Annual Budget dedicated to POTM 2020.
 - d. Security / Garbage details are still being worked out.
 5. Development
 - a. Getting the website up and running is our first priority!
 - b. Ten Point.
 - c. VFW Street Banners Project update.

- E. Executive Director's Report - See attached.
- F. New Business
 - a. Motion to accept M. Causey's resignation, seconded, approved.
 - b. Motion to appoint Joe as the Treasurer by Sheen, seconded by Jean, approved.
 - c. Motion by Ken to engage the River City Brass Band to hold a free concert in Grandview Park for the community, second by Tom, approved.
 - d. Suggestion made to the Board to sell our properties as soon as possible.
 - e. Suggestion made to create an Advisory Board to help with ideas on how we can improve ourselves.

The Board Meeting was adjourned at 9:03 PM. Motion to adjourn, seconded, approved.

On June 9, 2022, per Article VIII, Section 7 of the Bylaws of the Mount Washington Community Development Corporation, by Unanimous Consent of Directors in Lieu of Meeting, the Board agreed to reconsider the May 5, 2022 Board Meeting Minutes. Motion by Sheen to approve the May 5, 2022 Board Meeting Minutes, seconded, approved by e-vote.

Respectfully Submitted:

By: Ken Gianella (submitted electronically)
(Signature)

Name: Ken Gianella Title: Secretary, MWCDC Board of Directors
(Name)

Date: July 5, 2020

Executive Director's Report

MWCDC Board of Directors Meeting, June 9, 2022

1) Status/Updates

- a) One vested ex-employee continuing to work on rolling off 401k plan.
- b) Bicycle Racks 2022 Project completed.
- c) **Website functionality agreement signed with consultant.**
- d) Neighborhood Initiatives Fund contract for 2021 general contractor search continues.
- e) **Grandview AVE and Shiloh ST Signage Project 2018-2022 completed.**
- f) Second meeting of the Visitors Centers Advisory Committee held.
- g) Correction of organization name and address with Equifax still in progress w/assistance from Key Bank.
- h) **2021 audit to begin in mid-June.**
- i) May 10 DAM for 171 Southern AVE held.
- j) May 19 Community Forum for Monongahela Incline repairs held.
- k) May 23 DAM for Grandview AVE Overlooks Sculpture project held.
- l) May 25 Art Commission Conceptual Review of Grandview AVE Overlooks Sculpture project.
- m) 608 Virginia AVE painter coordination ongoing.
- n) **Receipts and expenses finalization required from POTM Committee to close books for 2021.**
- o) Continuing to seek technical assistance re: Task Force on Underground Utilities.
- p) Attended PCRG Annual Summit.
- q) **One intern recruited - Curb Appeal Program.**
- r) **One skilled volunteer recruited – Special Projects Manager (and Proposal Research and Writing Associate).**
- s) **POTM 2022 consultant's agreement in development.**
- t) DOMI meeting re: many different projects.
- u) Multiple 311 submissions for traffic safety.
- v) Two problem properties projects.
- w) Property maintenance projects ongoing.
- x) **Approval from PPA for Shiloh Street Parking Plaza Parklet remediation project.**
- y) **Draft 2022 Nominating Committee procedures.**
- z) **Articles of Incorporation Project resumed (find original copy).**
- aa) **NPP 2022-2023 proposal submitted.**
- bb) Properties Manager job description completed.
- cc) **VFW Banners Project Memorial Day presentation at Duquesne Incline.**
- dd) **June 7 Shiloh Street Parking Plaza Parklet Project w/Key bank volunteers.**
- ee) **June 9 Focus Group Meeting coordination w/M. Colantonio.**
- ff) Anchor Green Garden Remediation Project.
- gg) **Strategic Plan 2023-2028 Project (mostly on-track).**
- hh) **June 22 EVP Trailheads Improvements Project coordination w/DPW.**
- ii) Grandview AVE Development Project management.
- jj) Coordination w/NOTM re: traffic calming measures along Bailey AVE.
- kk) **Grandview AVE Overlooks Medallions Project management.**

- ll) Community Forums/Meetings Audio/Video Recording Project.
- mm) Community Markets Project.
- nn) Tangled Title Project.
- oo) PAAC Property Remediation Project agreement development.
- pp) High School students social media and outreach project.
- qq) ***VFW Post 5111 VFW banners Project Fiscal Sponsor Agreement completed.***

2) Main Projects:

- a) Properties management.
- b) MWBE business incubator project.
- c) Sidewalk Sales Program (restarted, awaiting Events Planning and Community Markets Manager volunteer).

3) Income and Proposals:

- a) Craig's List project to restart.
- b) Foundation proposals.
- c) Pennsylvania grant opportunities review.
- d) Love Your Block 2022.
- e) Scenic Byways 2022t.

4) New Projects/Initiatives

- a) EVP Trailheads Improvement Project.
- b) June 3 Outreach and Marketing consulting project.

5) On-going projects

- a) MWCDC website functionality improvements.
- b) MWCDC Fair Housing Programs guidelines, applications and related documentation.
- c) Businesses identification/database.
- d) Commercial space identification/database.
- e) Housing Summit planning.
- f) Mount Washington and CDBG eligible Census Tracts demographics project.
- g) MWCDC policies updates w/Governance Committee – Employee Manual second review.
- h) MWCDC office technology assessment.
- i) Curb Appeal Program design and implementation – emphasis on completing Yard Improvement Program documentation.
- j) Community Forum planning and management.
- k) MWCDC-owned property remediation, stabilization and management.
- l) Visitors' Centers pre-planning.
- m) Problem Properties Program.
- n) South Hills Junction Transit Oriented Development coordination w/HA and PAAC.
- o) Grandview Avenue project – cross-correlation of past plans.
- p) Live Local project.
- q) Public WiFi Project.
- r) Milkweed Parklet Project.
- s) MWCDC Strategic Plan development.

- t) Graceland Built Environment Survey Project (Flora Guo, Project Managers)
- u) LMI Focus Group Meetings (Matt Colantonio, Project Manager)
- v) MWBE Incubator / Contractors estimates for 49 Southern AVE repairs.
- c) ComDoc printer lease management and printer replacement.
- d) Fiscal Sponsor project (NOTM, For the Love of Mt. Washington).
- e) Boggs/Bailey Business Corridor wayfinding and informational signage project (placed on-hold, more research required).
- f) Tourism Development Project.

Assets and Awards

ASSETS:

- 1. 49 Southern AVE (w/structure) – Program property
- 2. 4 Gaskell ST (w/structure) – Program property
- 3. 221 Southern AVE (w/structure) – Program property
- 4. 79 Craighead ST (vacant) – Probable RFP
- 5. 134 Ruth ST (vacant) – Possible MWCDC Side Yard Sale Program property
- 6. 90 Beltzhoover AVE (vacant) – Possible MWCDC Side Yard Sale Program property
- 7. 94 Beltzhoover AVE (vacant) – Project property

To be Purchased:

- 8. 28 Marne WAY (11-14-2021, w/structure) – Possible Program property
- 9. 26 Ruth ST (11-14-2021, vacant) – Probable MWCDC Side Yard Sale Program property
- 10. 242 Southern AVE (11-14-2021, vacant) – Probable RFP

AWARDS AND DONATIONS (2019-2022):

- 1. 2015-2019 PWSA (\$1K received 01-13-2020)
- 2. 2018-2019 ACCBO (\$45K) (final payment received December 2019)
- 3. 2018-2019 CDBG (\$2.5K) (final payment received December 2019)
- 4. 2019-2021 VisitPittsburgh (\$6K) (\$3000 payment received November 2019)
- 5. 2019-2025 Neighborhood Partnership Program (\$100K per year, \$25K pass-through to PPC) (\$100K received January 2020)
- 6. 2019-2020 ACCBO (\$47.5K) (to be invoiced)
- 7. 2020 Neighborhood Initiatives Fund (\$20K, \$20K pass-through to consultant)
- 8. 2020 Love Your Block (\$1500, postponed until 2021)
- 9. 2020-2021 Richard King Mellon Foundation (\$25K, \$22.5K pass-through to PPC) (payment received April 2020)
- 10. 2020 Fischer Foundation (\$11K, \$10K pass-through to consultant) (payment received April 2020)
- 11. URA MW/DH Sidewalk Sales Grant Program (\$1500, \$1500 pass-through to businesses) (payment received August 2020)
- 12. Paycheck Protection Program forgivable loan (\$12,500) (loan granted June 2020)
- 13. 2020-2021 Neighborhood Economic Development (\$20K).
- 14. 2020 Bizbuzz Fall/Winter 2020 Sidewalk Chalk Art and Small Business Promotion (\$3000)
- 15. 2020-2021 COSA award, Micro-neighborhood Built Environment Surveys, September 3, 2020

16. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, Infill Housing Program Development, September 25, 2020
17. \$3000 from Port Authority of Allegheny County for Grandview Banners and Shiloh Street signage.
18. \$10,000 from Richard L. and Virginia M. Fischer Foundation, unrestricted.
19. \$1500 Winter 2020 Sidewalk Sales Program Award received from URA.
20. Paycheck Protection Program forgivable loan 2020-2021 (\$23,662.17).
21. Spring 2021 GSPIA Nonprofit clinic award.
22. Spring 2021 SWCOSA award.
23. \$3000 Summer 2021 SSP award, URA
24. Federal Community Service Work Study 2020-2021, Heinz School, Carnegie Mellon University, GIS/Built Environment Intern, Jun3 2021
25. Wagner Agency Corporate Sponsorship w/T. Moss (\$175.00).
26. Love Your Block 2021 (\$1500).
27. Fall 2021 Incline Consulting Group award, Foundations Research, Event Planning Framework and Website Improvements Project, September 1, 2021
28. 2021 Neighborhood Initiatives Fund (\$30K, pass-through to contractor(s), awaiting contract)
29. 2021-2022 NPP (\$100K, \$25K pass-through to PPC).
30. 2021-2022 NED reprogrammed funds (\$22,609.82)
31. 2022 Richard King Mellon Foundation Emerald View Park trail management and invasive plants management planning grant, with Pittsburgh Parks Conservancy (\$168K, \$152.5K pass-through)